



City of Seattle
**Department of Design,
 Construction & Land Use**
 www.cityofseattle.net/dclu

SINGLE FAMILY Drop-Off Submittal

Submittal Checklist

(To be submitted
by applicant)

Applicant Services Center: 700 Fifth Avenue, Suite 2000, Seattle, WA 98104-5070

Phone: (206) 684-8850

Hours: M/W/F, 7:30am-5:30pm; T/Th, 10:30am-5:30pm

ALL INFORMATION TO BE COMPLETED BY THE APPLICANT (Please Print)

Project/Site Address: _____ **Project No:** _____
Applicant Name: _____ **Phone:** _____
Contact Name: _____ **Phone:** _____
e-mail Address:" _____ **Fax No.** () _____

PLEASE READ CAM 105 EXPLAINING THE DROP-OFF PROCESS PRIOR TO SUBMITTING

Basic Drop-off Requirements

Req	Prov		Req	Prov	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application meets CAM 106	<input checked="" type="checkbox"/>	<input type="checkbox"/>	One (1) copy of the Addressing Worksheet
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Project is exempt from SEPA, ECA, Shoreline	<input checked="" type="checkbox"/>	<input type="checkbox"/>	One (1) copy of the Drop-Off Submittal Coversheet (wrapper)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Two (2) copies of the Pre-Application Site Visit Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	One (1) copy of the Drop-off Fee Worksheet
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Two (2) copies of the Submittal Checklist	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Must have a min. 80% CPA rating
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Submittal Checklist signed prior to application drop-off	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Must have the ability to pay 75% of the fees

Types of Plans to be submitted:

Req	Prov	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Coversheet for each set of plans
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Architectural/Structural Notes
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Land Use Notes
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Plot/Site Plan
<input type="checkbox"/>	<input type="checkbox"/>	Licensed Survey
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Licensed Topographic Survey with 2' contours (req'd if within 2' of height limit or using sloping lot height bonus)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Floor Plan(s)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Elevations
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Foundation Plan(s)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Framing Plan(s)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Building cross sections
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Construction details

Number of Plans Required at Application:

<input checked="" type="checkbox"/>	<input type="checkbox"/>	2 sets
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2 additional plot/site plans

Additional Submittals:

Req	Prov	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lateral Calculations * Note: please see Page 2 of general requirements
<input type="checkbox"/>	<input type="checkbox"/>	Beam Calculations
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Equipment Sizing Worksheet
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Target UA or Systems Analysis if not using Prescriptive
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Request for Water Availability Certificate
<input type="checkbox"/>	<input type="checkbox"/>	Construction Stormwater Control Checklist
<input type="checkbox"/>	<input type="checkbox"/>	Contact Disclosure Form
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Financial Responsibility Form
<input type="checkbox"/>	<input type="checkbox"/>	Agent's Letter of Authorization from owner
<input type="checkbox"/>	<input type="checkbox"/>	Copy of Recorded Short Plat/LBA
<input type="checkbox"/>	<input type="checkbox"/>	Building Grade Sheet if unimproved Street
<input type="checkbox"/>	<input type="checkbox"/>	No Protest Agreement (Covenant consenting to Formation of a Local Improvement District)
<input type="checkbox"/>	<input type="checkbox"/>	Construction Agreement or Temporary Shoring details
<input type="checkbox"/>	<input type="checkbox"/>	Copy of Recorded Short Plat/LBA

Please Read & Sign

I verify that I am submitting all of the above required submittal materials and I acknowledge that I have read CAM 105 (Drop-Off Process) and 121 (Consistently Prepared Applicant). In addition, I Acknowledge that a failure to submit or meet all of these requirements will jeopardize my ability to use the "Drop Off Submittal Process". I also acknowledge that failure to meet these requirements will result in an "Unprepared" rating against my CPA rating. Finally, I understand that a submittal not in compliance with the above will result in the project being returned to the undersigned applicant as "APPLICATION NOT COMPLETE". Fees paid with this "Drop Off" do not ensure an application but will be applied toward the "complete application" for this project when it is accepted as either a drop off or latter as part of an appointment.

Applicant Signature (Required): _____ **Date:** _____